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Division of Community Colleges and Workforce Preparation
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Community Colleges AS-28 Approval Process

General Notes

Vladimir Bassis, Management Information System (MIS) Educational Program Consultant, Bureau of Community College Services, within the division, will maintain a blank AS-28G ("generic") form on the Department of Education's website: http://www.iowa.gov/educate. This form is located under the "Community Colleges and Workforce Preparation" heading. Select "Program Approval," then "Community College."

This form contains a current listing of community college Common Course Numbers (CCN) and CIP (Classified Instructional Program) numbers on the CIP table. This form will be updated monthly and will not be college specific. Therefore, the *Instructional Level, Type—Program Maintenance, Special Emphasis Maintenance, and Object Purpose Maintenance* (ITSO) codes will not pre-populate when the CIP number is entered.

AS-28 Modification Approval Process

I.   The community college should do the following:

   A.   Ensure that all CCNs that are needed to complete the AS-28 have been established within the CCN system.

   B.   Download the blank AS-28G form from the DE website:

   http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=256&catid=183&Itemid=2567

   C.   Ensure that any CCNs that were requested from the CCN system exist in the blank AS-28G ("generic") form downloaded from the website.

   D.   Copy the information from the current AS-28 and highlight all of the changes that have been made. NOTE: To copy original AS-28 content into a blank AS-28G ("generic") form, follow the instructions below:

i. Select-copy items in *College, CIP, Campus* (you can do it in one batch), and paste them into corresponding cells in the AS-28G. Remember to enter the ITSO (*Instructional Level, Type—Program Maintenance, Special Emphasis Maintenance, and Object Purpose Maintenance*) numbers manually: the AS-28G contains generic CIPs, not attached to a specific program, so the ITSO numbers will <u>not</u> auto-populate.

ii. Select-copy all available *Award Options* and paste them into corresponding cells in the AS-28G.

iii. Select-copy all titles for *Local Name* and additional titles for your award options and paste them into the AS-28G.

iv. Select-copy items in *column A* (rows 24 and on) and paste them into corresponding cells in the AS-28G.

v. Select-copy items in *column C* (rows 24 and on) and paste them into corresponding cells in the AS-28G.

vi. Select-copy data in *columns E-O* (rows 24 and on) and paste the data into corresponding cells in the AS-28G.

vii. Select-copy content of each footnote box individually and paste it into corresponding footnote boxes in the AS-28G.

viii. Remember to change the *"Approved"* status into requested ("Min. /Maj. changes).

E. Highlight changes in the AS-28G form.

i. To indicate a change in an existing cell(s); select the cell(s) and apply Ctrl-C. This will highlight the selected cell(s) orange, with "C" standing for "changed item."

ii. To indicate a new item on the form; select the cell(s) and apply Ctrl-N. This will highlight the selected cell(s) blue, with "N" standing for "new item."

iii. To remove highlights; select the cell(s) and apply Ctrl-R. This will remove the highlight from the selected cell(s), with "R" standing for "remove."

F.   Complete the "Application" tab within the blank AS-28G ("generic") form. The AS-28 form should be completed before entering information in the "Application" tab. Some information will automatically populate within the "Application" tab.

G.   Review the summary data after the AS-28G form is completed. The "Summary" tab is designed to provide the college with summary data on the modified program. This tab is designed to assist the college in ensuring that the program is within the state guidelines.

H.   Submit the modified AS-28G form to Pat Vrban (email address: pat.vrban@iowa.gov). **The subject line of the email should be entitled, "AS-28 Modification."**

II.   The Department of Education will do the following:

(Colleges can expect their AS-28 to be processed within 20 business days, unless there is a significant issue with the AS-28.)

A.   Patty Vrban will log-in the receipt of the AS-28 and begins the approval process. Patty will then forward the AS-28 to the appropriate discipline consultant. **This process should take no longer than one-half of one week.**

B.   The discipline consultant will then review the AS-28 forms. **This process should take no longer than two weeks.**

i. The discipline consultant will review curriculum changes, and approve the form or work with the college to make the appropriate changes. The consultant will check that the college has included the implementation date of the modification. If not, the consultant will contact the college for the correct implementation date.

ii. The discipline consultant will return the approved form to Pat Vrban. However, if there are significant issues that need to be worked out with the college on the AS-28, the consultant will contact the college contact person listed on the form in writing and will copy Patty Vrban and the bureau chiefs, Roger Foelske, Bureau of Career and Technical Education; and Colleen Hunt, Bureau of Community College Services. Patty Vrban keeps a log of those AS28 modifications that have significant issues.

C.   Pat Vrban will then do the following: **Two weeks after initially sending the form to the discipline consultants, Pat Vrban will send it to both bureau chiefs (unless there is a significant issue), either for final approval (if processed by discipline**

consultant) or for overall processing (if not processed within two weeks by the discipline consultant).

D.   **The bureau chiefs will approve the form and return it to Pat Vrban. This process should take no longer than one week.**

E.   Pat Vrban will sign, enter the date, change the STAGE cell to "Appr" in the AS-28 form to indicate approval, and will remove the highlighted areas.

    i. Pat Vrban will save a copy in a master file within the Department of Education.

      a)   If the AS-28 is for the current fiscal year, it will be placed in the fiscal year current year AS-28 folder under the specific community college.

      b)   If the AS-28 is for the following fiscal year, then it will be placed in the fiscal year following fiscal year AS-28 folder.

    ii. Pat Vrban will send the approved AS-28 to the college **and to PGM (Program Master) Specialist for making changes in the PGM, if needed.**

    iii. Pat Vrban will update the log and electronically file the checklist into the appropriate fiscal year folder. **(This process should take no longer than one-half of one week.)**

III. The AS-28 file is current and approved.